



Committee called to order by Heather Leavell, Co-Chairman, on May 10, 2011 at 7:10 p.m.

Members present: Aimee Taberner, Sarah Burks, Heather Leavell, Roly Chaput, Terry Shaoul, James McGough, Trustee Emeritus, Arthur Bush, Paul McGaffigan, Treasurer, David Formanek, Curator. Absent Member: Geraldine Tremblay. Guests: Jackie Bates, Chuck Luca, Carolyn Melbye.

T. Shaoul distributed Update to Open Meeting Law Requirements.

**Minutes of February 8, 2011** - S. Burks made motion to approve the minutes of February 8, 2011 as presented. A. Taberner second. Unanimously approved.

**Minutes of March 8, 2011** - R. Chaput made motion to table the minutes for March, 2011 until next meeting. A. Taberner second. Unanimously approved.

**Minutes of April 12, 2011** - R. Chaput made motion to approve the minutes of April 12, 2011 as corrected. S. Burks second. Unanimously approved.

**Treasurer's Report** - P. McGaffigan distributed the Treasurer's Report. We received several personal donations and tour donations. R. Chaput made motion to accept the Treasurer's Report as presented. H. Leavell second. Unanimously approved.

**Bills** - H. Leavell - submitted bill from Ana Nanavaty for printing envelopes in the amount of \$150. R. Chaput made motion to recommend that the Corporation pay \$150 as previously mentioned. A. Taberner - submitted bill in the amount of \$15.40 for purchase of paper stock to make flyers. S. Burks made motion to recommend that the Corporation pay \$15.40 to A. Taberner as previously mentioned. T. Shaoul second. Unanimously approved. S. Burks - submitted bill from Staples for photocopies of appeal letter in the amount of \$53.50. A. Taberner made motion to recommend that the Corporation pay \$53.50 to S. Burks as previously mentioned. T. Shaoul second. Unanimously second. P. McGaffigan asked H. Leavell to check with Constant Contact re: \$15 charge. H. Leavell will look into it. H. Leavell made motion to renew Constant Contact for year - June, 2012 in an amount no greater than \$180. S. Burks second. Unanimously approved.

**Communications** - S. Burks left message at Museum of Fine Arts - hoping for a call back. T. Shaoul spoke with Chris Stirling from Chronicle - there is interest to do a segment but later in the year. Will call next month. H. Leavell passed around info on NEMA benefits for this year. H. Leavell also advised that she is Co-Chair for NEMA's Curator's Professional Affinity Group. R. Chaput mentioned our card from CTM Marketing is still at Yawkey Way and Fanueil Hall.

**Fundraising** - We are getting spring fundraiser letter ready to mail. H. Leavell reported that our intern, Brynn is working on fundraising plans.

**Volunteer** - J. McGough distributed report to the Trustees. Thank you to S. Burks for taking over all day Saturday - our student docents couldn't make it. There was a group tour of 22 people from the Mormon Church in Schenectady, N.Y. People are coming in after seeing website. A. Bush will be leaving as a docent but will still be part of the Board and we can still call on him as needed. T. Shaoul made motion to accept Volunteer Report. S. Burks second. Unanimously approved.

**150th Anniversary - Banner** - R. Chaput will inquire about dates to put banners up in Center of Arlington. S. Burks is working on a mock-up for a banner. There was discussion about dropping the E. for the 150th. A. Taberner reported that Bob Shure is willing to host a group tour of his studio and we could hold a reception for 40-50 people. He is flexible with time. We could do it as a closing event or on a weekend afternoon. We could share cost of reception. A. Taberner spoke to Victoria Rose at the Whittemore Robbins House. Fee to rent \$75 per hr. (reduced fee). Hearing Room, Town Hall same cost. Looking at December 10 or 11, 2011 with launch of Cultural Renaissance. Discussion on possible admission cost. A. Taberner reported that the North End Waterfront Residential Association would like to collaborate and celebrate Dallin's 150th. Also spoke to someone in the Old North Church. J. McGough said we need to have good and early press coverage. **Sign** - S. Burks reported that Stuart Pitchel and contractor from Beverly both sent estimates for various types of signs. Discussion ensued. S. Burks made motion to vote on sign next month. H. Leavell second. Unanimously approved.

**Art on the Green** - C. Luca reported sent out applications. Received three back already with checks.

**Old Business - Collections** - S. Burks reported that the interior of the galleries needs sprucing up - paint, repair, cleaning. H. Leavell and R. Chaput said we need town's approval to see what we can do. R. Chaput is trying to get the Planning people to replace windows. S. Burks also reported that on the 2nd floor an air handling duct that runs along the wall has a heavy box on it now - not good. Also, the floorboards are wide we need to put something in it. R. Chaput said there was hemp in it - now it is gone. **Marketing** - H. Leavell reported on possibility of magnet with schedule on it. Also will have M. DiGioia look at the artwork for the postcard.

**New Business - Rotary Club Meeting** - S. Burks and R. Chaput attended a Rotary Club meeting. There were 12 people at 7:30 a.m. R. Chaput gave background of Museum. S. Burks talked about 150th and middle school contest. Rotarians liked the idea of art contest. They may help co-sponsor it.

Meeting adjourned at 9:35 p.m

Terry Shaoul  
Recording Secretary